

## POSTER DESIGN INFORMATION

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### ***A. Where to go and what to do to sign up:***

1. You must go to the office in the Physiology & Biophysics department and sign up for the poster printer with Joseph Winkler. His extension is x5529. To find his office, go to the 5<sup>th</sup> floor of the east wing of the medical school *via* the elevators nearest the Medical School Library. As soon as you exit the elevators on the 5<sup>th</sup> floor head east. His office is directly ahead of you through the double doors to the Physiology & Biophysics department.
2. You should do this at least a week before you print as the schedule will get very crowded. You sign up for the poster printing in 1 hour blocks and you need to be on time. There are very detailed instructions on how to print there.
3. You must also fill out a form to print a poster, which is available at <http://home.cwru.edu/gssc> in the "Student" section. You **MUST** bring this filled out form when you print the poster.
4. You can either bring the poster on a PC zip 100 disk or you can transfer the file to the poster printer *via* the network if you have it in a shared directory

### ***B. Poster Design Help/Information:***

1. Make sure to use the template, which is available at <http://home.cwru.edu/gssc> in the "Student" section from the GSSC web site. The template itself has information on it, which you should read but is summarized as follows:
  - a. Do NOT go outside the black box that indicates the printable area of the poster. As indicated on the template, this includes text boxes, regardless of whether or not the text inside the text box remains inside of the printable area.
  - b. The best way to be sure of this is to click on each item in your poster after it is created and then to look to see whether the entire object is within the printable area. There are both good and bad examples of this within the template.
2. If you import images or pictures, make sure they are in either tif, png, or bmp format (preferably tif). This is the only way that you can be assured that things will print correctly. You can save almost any image to tif format in Adobe Photoshop.
3. Don't even try to import images at higher than 300dpi. The poster printer often has "trouble" with 600dpi images as these images are very large and take up way too many system resources to print. A 300dpi resolution is more than sufficient for high quality confocal microscopy images.
4. If the image is very large when imported into the template and you find that you have to shrink the image inside the template, it is better to decrease the overall size of the original image first. This can be done in Adobe Photoshop. Then import the smaller image. This saves on the overall file size of the poster.
5. When your poster is finished, check the overall size of the presentation file. Try not to have a file in excess of 20MB, as the poster prints better if the file is smaller.